

MARCH 7, 2023
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., March 7, 2023, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board. Members absent: Commissioner Mark Holy

REVISED AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised March 7, 2023, agenda adding No. 3 under the Consent Items and No. 4 under Highway.

CONSENT ITEMS

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised March 7, 2023, consent items:

1. Approve Auditor Warrants.
2. Approve February 28, 2023, Board minutes as corrected.
3. *Approve payment to The Door Guy, Crookston, MN in the amount of \$5,218.42 for Lift Master Gate Opener for Environmental Services.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Juvenile Center Opening is now scheduled for March 20, 2023
 - b. Alternate Transportation Partnership
 - c. Transportation Advisory Committee
2. Commissioner Lee brought that she attended the following meetings:
 - a. Association of Minnesota Counties – Building Foundations: Making Solid Land Use Decisions
 - b. Reaching Rural Meeting
3. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Association of Minnesota Counties – Building Foundations: Making Solid Land Use Decisions
 - b. Minnesota Rural Counties (Virtual)

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. Update of Polk County Road Safety Plan

An update was given to the Board regarding Polk County's Road Safety Plan. MNDOT approved a contract to have Polk Counties 2013 County Road Safety Plan updated. Alliant Engineering, Inc., Minneapolis, MN was chosen to update the plan.

2. GIS ProWest Block Support Hours Agreement

Discussion along with a handout was presented to the Board regarding GIS ProWest. Girma Feyissa (DOT); Mark Wagner (DOT); Tim Burkhardt – Alliant Engineering and Michael Kondziolka – Alliant Engineering participated via Teams. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Agreement between Polk County and ProWest for GIS Support. This agreement sets up a rate for 80 hours of Support for \$10,900.00. (Handout on file in the Administrator’s Office)

3. Replace GIS Supervisor Position/GIS Technician Position

Polk County Highway Department currently has two employees in the GIS Department, a GIS Supervisor, and a GIS Technician. The GIS Supervisor is retiring March 31, 2023. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to allow the Polk County Highway Department to fill the GIS Supervisor position and, also the GIS Technician position if necessary.

4. **Overlay CSAH 60, CSAH 20, CSAH 17

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to award SAP 060-617-022 etc., to Anderson Brothers Construction Company of Brainerd LLC, Brainerd MN in the amount of \$1,954,566.50.

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. Memorandum of Understanding for Payment from Don’t Call Me Josephine

Don’t Call Me Josephine (DCMJ) Project welcomes Amanda Lien and/or supplementary/backup Polk County Public Health (PCPH) staff as Public Health Consultant(s) to address issues of safety (e.g., COVID) during evaluation activities. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the MOU for payment from Don’t Call Me Josephine as presented to the Board. (MOU on file in the Administrator’s Office)

2. Out of State Travel Request

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve out of state travel for Sarah Reese to attend the BHTI Training Institute and NatCon23 in Los Angeles, California from April 29 – May 3, 2023, and Sarah Reese, Angel Korynta, and Codi Lehmann to attend NACCHO 360 Annual Conference in Denver, Colorado from July 10-13, 2023.

3. Recommend Opioid Settlement Advisory Council Member

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to add Marge Donnell (East Polk) to the Opioid Settlement Advisory Council.

4. Opioid Settlement Advisory Council Update

An update was given to the Board regarding the December (Introductions and Overview), January (Data and Prevention) and February (ODMAP and Treatment) Opioid Settlement Advisory Council meetings and overview of next steps.

5. Inter-Country Head Start Nurse Consultant and Nutrition Consultant – Renew Service Contracts

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Inter-County Community Council Head Start Health Consultant and Nutrition Consultant Services Contracts as presented to the Board. (Contracts on file in the Administrator’s Office)

6. Gold Childcare Center Health Consultant Services Agreement

Childcare Centers are required to have a Nurse Health Consultant. Request for Polk County Public Health to serve as the Health Consultant (review policies at least annually, conduct monthly site visits and provide consultation to center administration) for Gold Childcare Center in East Grand Forks, MN. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Gold Childcare Center Health Consultant Services Agreement, East Grand Forks, MN as presented to the Board. (Agreement on file in the Administrator’s Office)

SHERIFF

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Resignation of Patrol Deputy

Due to the resignation of a Patrol Deputy a motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to fill the open Patrol Deputy position with the Justice Center Deputy and hire for the open Justice Center Deputy position.

2. Resignation of Telecommunicator

Due to the resignation of a Telecommunicator position a motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve hiring and filling the open Telecommunicator position.

3. Retire K9 Buffy Due to Injury

K9 Buffy has a career ending injury. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve K9 Buffy live out rest of life with handler Deputy Kyle Olson.

4. Replacing K9 Buffy

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filing an application for K9 Grant for purchase of a new K9. (Twenty-five percent match from Sheriff’s Office).

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

1. External Audit Services

Discussion along with a Proposal/Agreement & Audit Engagement Letter was presented to the Board regarding the External Audit Service needs for 2022, 2023, and 2024. A multi-year audit services proposal has been received from Hoffman, Philipp, Martel, PLLC, Thief River Falls, MN. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to

approve the Audit Services Proposal/Agreement for the years 2022, 2023, and 2024 with Hoffman, Philipp & Martell, PLLC and the Audit Engagement Letter as presented to the Board. (Proposal/Agreement & Audit Engagement Letter on file in the Administrator's Office)

FINANCE – PROPERTY RECORDS

Ron Denison, Finance Director and Annalee Jones, Deputy Director of Property Records came before the Board with matters pertaining to a levy request:

1. County Ditch Levy Request for 2023

Discussion along with a handout was presented to the Board regarding the County Ditch Levy Assessments Payable for 2023. A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the ditch levy assessments payable 2023, totaling \$220,400.00 as presented to the Board. (Handout on file in the Administrator's Office)

AUDITOR WARRANTS

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 02/07/2023

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	51,871.24
Clay County Public Health	35,854.92
Crookston Water Department	4,287.97
Norman County Public Health	38,168.39
Northdale Oil Inc	22,997.06
Ottertail Public Health	117,279.30
Polk County Public Health	53,661.74
Xcel Energy	3,703.64
9 Payments less than 2000	3,050.48
Final Total:	330,874.74

AUDITOR WARRANTS 02/14/2023

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	25,395.93
Angus Township Treasurer	22,418.35
Badger Township	22,258.04
Belgium Township Treasurer	16,170.92
Brandsvold Township Treasurer	31,366.15
Brandt Township Treasurer	15,114.75
Brislet Township Treasurer	16,500.08
Bygland Township	25,763.51
Chester Township Treasurer	13,857.83
Columbia Township Treasurer	42,895.76
Crookston Township Treasurer	42,693.67
Eden Township Treasurer	27,446.22
Esther Township Treasurer	17,518.31
Euclid Township Treasurer	27,493.42
Fairfax Township Treasurer	24,720.42
Fanny Township Treasurer	23,223.89
Farley Township Treasurer	15,142.84
Fisher Township Treasurer	23,285.83
Garden Township Treasurer	31,919.01
Garfield Township Treasurer	49,198.64
Gentilly Township Treasurer	28,006.89
Godfrey Township Treasurer	32,939.59
Grand Forks Township Treasurer	17,283.44
Grove Park Tilden Township	34,233.43
Gully Township Treasurer	20,227.18
Hammond Township Treasurer	24,805.99
Helgeland Township Treasurer	13,379.38
Higdem Township Treasurer	17,067.51
Hill River Township Treasurer	28,811.10
Hubbard Township Treasurer	18,034.98
Huntsville Township Treasurer	42,430.26
Johnson Township Treasurer	16,646.42
Kertsonville Township Treas	12,585.17
Keystone Township Treasurer	20,310.87
King Township Treasurer	27,088.24
Knute Township Treasurer	53,263.29
Lessor Township Treasurer	22,825.03
Liberty Township Treasurer	19,068.36
Lowell Township Treasurer	31,368.20
Nesbit Township Treasurer	18,197.07
Northland Township Treasurer	26,121.78
Onstad Township Treasurer	14,536.59

Parnell Township Treasurer	19,597.54
Queen Township Treasurer	25,616.28
Reis Township Treasurer	15,143.29
Rhinehart Township Treasurer	11,382.38
Roome Township Treasurer	27,773.75
Rosebud Township Treasurer	31,427.20
Russia Township Treasurer	19,258.66
Sandsville Township Treasurer	10,374.58
Scandia Township Treasurer	16,599.94
Sletten Township Treasurer	28,433.40
Sullivan Township Treasurer	26,864.37
Tabor Township Treasurer	22,290.10
Tynsid Township Treasurer	7,832.93
Vineland Township Treasurer	28,390.29
Winger Township Treasurer	27,003.95
Woodside Township Treasurer	49,525.00
Final Total:	1,421,128.00

AUDITOR WARRANTS 02/14/2023

<u>Vendor Name</u>	<u>Amount</u>
AT&T Mobility	2,631.99
Becker County Human Services	31,365.00
Clay County Public Health	5,300.00
ENTERPRISE FM TRUST	52,767.37
Great Plains Natural Gas Co	3,509.13
JT's Station	3,207.28
Lepier Oil Company Inc	11,683.19
Norman County Public Health	37,962.17
Northdale Oil Inc	9,688.07
Northwest Asphalt & Maintenance	6,624.00
Nyvold/Mark D	4,987.50
Ottertail Public Health	14,700.00
Polk County Public Health	59,412.00
RnC Consulting P.A.	5,996.25
University Of North Dakota	6,377.40
Ziegler Inc	334,408.00
18 Payments less than 2000	8,630.14
Final Total:	599,249.49

AUDITOR WARRANTS 02/21/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BELTRAMI COUNTY SOLID WASTE	7,725.30
BELTRAMI COUNTY SOLID WASTE	4,090.76
Boyer Ford Trucks Inc	76,595.15
ENTERPRISE FM TRUST	3,828.50
Fosston Municipal Utilities	55,618.57
Fosston Municipal Utilities	3,639.28
Great Plains Natural Gas Co	27,041.54
ICON Architectural Group	6,600.00
Joseph Donald Construction	3,907.50
Lenes Sand & Gravel Inc	29,963.09
Liberty Business Systems Inc	10,775.01
Mn State Treasury	7,449.50
Ottertail Power Co	29,594.77
Polk County	72,729.15
SHI International Corp	187,815.96
Verizon Wireless	2,761.58
21 Payments less than 2000	17,770.11
Final Total:	550,558.77

AUDITOR WARRANTS 02/28/2023

<u>Vendor Name</u>	<u>Amount</u>
Boyer Ford Trucks Inc	6,900.00
Fertile Oil Company	21,440.00
Hardwick P.C./Brian T	4,672.00
Kronos SaaShr Inc	3,289.60
Rydell/Wesley	50,000.00
University Of North Dakota	6,377.40
13 Payments less than 2000	4,607.33
Final Total:	97,286.33

MANUAL WARRANTS 02/03/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	175.72
Final Total:	175.72

MANUAL WARRANTS 02/03/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	173,323.49
Minnesota Revenue	29,537.60
Final Total:	202,861.09

MANUAL WARRANTS 02/06/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	169.14
Final Total:	169.14

MANUAL WARRANTS 02/06/2023

<u>Vendor Name</u>	<u>Amount</u>
Polk County	93.94
Final Total:	93.94
MANUAL WARRANTS 02/17/2023	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	175,747.67
Minnesota Revenue	30,236.84
Final Total:	205,984.51
MANUAL WARRANTS 02/20/2023	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	169.09
Final Total:	169.09
MANUAL WARRANTS 02/21/2023	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	990.00
Final Total:	990.00
MANUAL WARRANTS 02/21/2023	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	8,792.00
Minnesota Revenue	885.21
Mn Dept Of Rev Tax Division	82,736.33
Mn Dept Of Revenue	187.00
Mn Dept Of Revenue	39.00
Final Total:	92,639.54
MANUAL WARRANTS 02/24/2023	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	259,637.75
Final Total:	259,637.75
MANUAL WARRANTS 02/24/2023	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,165.10
Final Total:	1,165.10

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., March 21, 2023.

Warren Strandell, Chair

ATTEST

Charles S. Whiting, County Administrator
Clerk of the Board

March 7, 2023